

# STRATA PLAN VR 1153 COMMITTEE MEETING MINUTES

Scheduled for: 6:00pm on Feb 11, 2025

## 1. Welcome - 6:06pm

## 2. Attendance:

- Attended: Units 201, 301, 202, 101, 103
- Did not attend:

## 3. Agenda - Drafted by 201, Approved by 202 and 301

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## 4. AGM Meeting Review

- Notes
  - Try to avoid turning off water for the whole building - can cause damage to the pipes when turned back on
  - On March 1 - Metrowest will withdraw less strata fees to make up for Jan/Feb 2025
    - It will reset to the new amount on April 1 (agreed on in AGM)
  - Before hiring contractors, ask them if they have worksafe insurance
- Actions:
  - Elect Strata president and commit to roles
    - President: Mike
    - Vice President: Brenda
    - Project Manager: Cody
    - Other Council Members: Alan and Egbert
  - Strata needs to update these 2 reports
    - Depreciation report every 5 years - due July 1, 2026
      - Complete in 2025
      - Cody to ask for companies to complete both of these reports
    - Electrical planning report - due Dec 31, 2026
      - Complete in 2026
      - Brenda to ask our electrician for a quote for early next year
    - Notes:
      - *Simon can help provide some companies that we can get quotes from to complete these reports*
      - *Ask the company who put in the new transformer to do the electrical report - might be cheaper*
      - *Simon to add \$1000 to next year's budget (moving forward) to cover the depreciation report*
  - Need Worksafe insurance in place
    - Simon will help us declare that we do our own landscaping and cleaning
    - This [WorkSafe report](#) has been completed - next steps?
      - Note: Due March 9
      - Egbert to ask Simon about the next steps
      - Brenda to check with Mike the gardener if he has worksafe insurance
      - Note: Will need to include Andrew (cleaner) for this form
  - Money is owed to the CRF fund
    - Simon is working on fixing this

## 5. Regularly scheduled Repairs and Work

Task	Company	When	Quote/Invoice	Scheduled/Completed	Strata Owner
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Ongoing/weekly tasks					
Indoor building cleaning	Andrew Milne	Weekly	\$75/service	Scheduled on Fridays (varies a little bit)	Brenda
Gardening	Mike Keller	As needed	\$27.5/hour	Scheduled as needed	Brenda
Garbage / Recycling	City of Vancouver - Unit Owners take out	Check schedule in the VanCollect App	n/a	Jan – 201 (Cody) Feb – 202 (Alan) March – 201 (Cody) April – 301 (Mike) May – 101 (Kathrin) June – 103 (Brenda) July – 202 (Alan) Aug – 203 (Matthew) Sept – 301 (Mike) Oct – 203 (Matthew) Nov – 101 (Kathrin) Dec – 103 (Brenda)	Mike
Plumbing	TBD	As needed	Egbert to ask Simon for a recommendation for a Plumber	Scheduled as needed	Egbert
Annual Tasks					
Winter					
Top soil for garden	Southlands Supply Dept	March		Brenda to schedule	Brenda
Roof Inspection #1	Continental Roofing	Last one was Dec 2024	Quote for “Wet” visit- Nov. - April Cost: \$495.00	Completed	Brenda
Spring					
Tree Inspection	Bartlett Tree Expert	April	Quote for \$423.36	Brenda to schedule <i>Note: Mike and Csaba to be there to see if they could take over this work in future</i>	Brenda

Building/Window Cleaning	Grime Fighters	End of May or early June	<a href="#">Quote</a> - \$1,937.25	Alan to schedule	Alan
Garage Door Maintenance	Rio Garage Door	April	<a href="#">Quote</a> - \$187.95	Scheduled for April 14 at 1pm  <i>Note: Part of the garage door is bent and might need to be fixed</i>	Cody
Fire Inspection	ACME Fire and Safety Co	May		Alan to schedule	Alan
Summer					
Carpet Cleaning	Rent the machine from Safeway or Home Depot Andrew to do this as part of building cleaning	June		Brenda to schedule	Brenda
Irrigation system (with timers) for garden - Turn On	Greener Image Group	June/July		Brenda to Schedule	Brenda
Roof Inspection #2	Continental Roofing	Summer - TBD	Quote for "Dry" visit- late spring or summer Cost: \$850  <i>Note: This quote should include the fix they recommended in Dec 2024</i>	Mike to schedule  Brenda to send out trade list with contact information again	Mike
Fall					
Chimney and Dryer Vent Cleaning	Clean Sweep Chimney Service			Brenda to schedule  Cody to try using scented laundry detergent again after it's been cleaned out  Egbert to look into	Brenda

				separating dryer vents for 101 and 201 - look into a "back draft damper"	
Irrigation system (with timers) for garden - Turn Off	Greener Image Group	Sept/Oct		Brenda to Schedule	Brenda

Actions:

- Cody has a light flickering in her hall way and needs an electrician to look at it
  - Andrew or DMS electrician to look at Cody's light in her hallway that is flickering

## 6. Ad Hoc Repairs and Work

Note: Consider the [Depreciation Report](#)

### Completed Work

- **Dryer and Chimney cleaning - Brenda**
  - Second follow up day of cleaning complete? Yes
  - Invoice paid? Yes
- **New Property Management Company - Mike**
  - Transition from Dorset to MetroWest completed

### Upcoming Work

- **DMS Mechanical inspection: Fix building fans - Brenda**
  - Discussion:
    - The inspection is complete and they provided their report
    - Issues to be resolved based on DMS mechanical inspection
      - Fix rooftop fan - no power
      - Clean and paint the rooftop fan to prevent further rust
      - Install a timer switch upgrade for garage exhaust fan
      - Confirm the functioning of the pressurization fans (exhaust fans) on the 3rd floor
    - Quote from DMS = \$655 = approved by strata to move forward
    - Switch for the garage fan has been ordered by Mike and delivered by Mike

- Action:
  - Electrician coming tomorrow (subcontractor for DMS) Feb 12 or Thursday Feb 13 to diagnose the functional issues with the rooftop fan and will provide an invoice
  - Once the fan has been fixed, Brenda to organize with DMS to complete the rest of the work (like painting the fan)
  - Mike to give Brenda the part to be installed tonight
  - Brenda to re-send the quote for approval from strata
  
- **Gardening - Brenda and Mike**
  - Discussion:
    - Might want to put in a garden wall/barrier/fence
      - Please make sure this will not create more seating for people
    - Re-visit this next meeting
  - Action:
    - Brenda and Mike to do some research on what kind of barrier we might be able to put in place for the garden
  
- **Painting - Mike and Cody**
  - Issue:
    - Some places inside (banisters) and outside (gray paint on the driveway wall, Nicola steps, cupboards where lawn mower/garbage is) need to be repainted
  - Discuss:
    - Outdoor painting defer to next summer
    - Indoor painting to happen in the Winter 2025
  - Actions:
    - Mike to let strata know when banisters are ready for staining - maybe in winter 2025
    - Cody to ask Tim if he would be open to staining and painting - if we pay him
  
- **Pipes - Brenda and Egbert**
  - Issue:
    - One of the pipes had to be replaced in June 2024 because it had a big hole in it
    - Also the Milani plumber was recommending that we flush all of the sanitary lines of the building (all located in the garage). He said that if the one pipe (from Yves/Alan's units) is getting clogged then it is just a matter of time before the others do as well which could cause flooding.
    - So, he put together a quote and it is added in our shared folder. \$2,995.
    - The quote would also include him using a camera to inspect if there is any blockage in the building's storm drainage system (that drain is in the garage).
    - He also recommended that if we chose Milani as our go-to plumbers, then they could have a set of keys to be able to easily access the building in the case of an emergency and no one is home.
  - Discussion:

- This is a plumber job because there are so many fixings - want to get a second opinion/quote
- Actions:
  - Egbert to ask Simon for some plumber recommendations
- **Garage Door - Cody**
  - Issue:
    - Walter just told us in early Nov 2024 that there are outstanding invoices on the garage from Ideal Door - total \$525
      - 5 invoices for \$105 each from 2021 until 2024
    - It sounds like they were doing maintenance on an ongoing basis and didn't tell anyone and Dorset didn't tell us or pay their invoices
    - Might want to do maintenance checks once a year with Rio Garage - [quote attached](#)
  - Decision last time:
    - Pay 3 of the Ideal Door invoices from 2021-2023 - don't pay for 2024 invoices because we replaced the fob in Nov 2023 and they wouldn't have access after that time
      - Did this happen?
    - Cody to ask Rio Garage to do maintenance once a year
      - Scheduled for April 14 at 1pm
    - Egbert to try to contact Dorset to determine what went wrong and offer them that feedback
      - Why did Dorset not tell us that Ideal door was still coming to door garage door maintenance?
      - Why did Dorset not pay the Ideal Door invoices for 3 years?
        - The company Ideal Door was sending the invoices to Walter really late
  - Update:
    - Asked MetroWest to pay 3/5 of Ideal Door's Invoices before Nov 2023
    - Canceled further maintenance with Ideal Door - they confirmed via email on Nov 20
    - They have not required about the 2 remaining invoices
  - Actions:
    - None - this issue is resolved
- **Other work to be done?**
  - Brenda: Our current accounts are with BMO - we could look into banking elsewhere?
    - Decided to stay the same for now

## 7. Other Topics

### Building Budget Review - All

- References:
  - [Link to financial statement package in shared Google drive](#)
- Invoices
  - Contractor invoices can be sent to [metrowest.ap@gmail.com](mailto:metrowest.ap@gmail.com)
  - Other bills can be submitted through the [web portal](#)
- Next steps:
  - All - Review budget as they are sent via email and prepare to discuss at the end of the year

### Schedule next meeting - Cody

- Schedule next meeting at the end of every strata meeting and determine cadence depending on the needs at the time
  - When should the next meeting be?
    - **Wednesday May 7, 2025 at 6pm - in person at Mike's**
- Next steps:
  - **Cody to update meeting minutes and actions**
  - **Cody to send these meeting notes to Strata and Simon - [simonw@metrowestbs.com](mailto:simonw@metrowestbs.com)**
  - **Cody to schedule the next meeting**
  - **Cody to draft the next meeting agenda the day before**

## 8. Actions

- **All Strata Members**
  - Continue to review monthly budgets and raise concerns via email when needed
- **Mike**
  - Mike to schedule the roof inspection in the summer with Continental Roofing
  - Mike to give Brenda the garage fan part tonight to be installed this week
  - Brenda and Mike to do some research on what kind of barrier we might be able to put in place for the garden
- **Brenda**
  - Brenda to ask our electrician for a quote for the Electrical planning report early next year
  - Brenda to check with Mike the gardener if he has worksafe insurance
  - Brenda to schedule the top soil for the garden in March with Southlands supply
  - Brenda to schedule the tree inspection in April with Bartlett tree experts
    - Note: Mike and Csaba to be there to see if they could take over this work in future
  - Brenda to schedule the carpet cleaning in June with Andrew
  - Brenda to schedule the irrigation system to turn on in June or July and off in Sept or oct with Greener Image Group

- Brenda to send out trade list with contact information again
- Brenda to schedule the Chimney and Dryer Vent Cleaning next Fall with Clean Sweep Chimney Service
- Brenda to get Andrew or DMS electrician to look at Cody's light in her hallway that is flickering
- Brenda managing the DMS Mechanical inspection: Fix building fans
  - Electrician coming tomorrow (subcontractor for DMS) Feb 12 or Thursday Feb 13 to diagnose the functional issues with the rooftop fan and will provide an invoice
  - Once the fan has been fixed, Brenda to organize with DMS to complete the rest of the work (like painting the fan)
  - Brenda to re-send the quote/invoice for approval from strata
- Brenda and Mike to do some research on what kind of barrier we might be able to put in place for the garden
- **Alan**
  - Alan to schedule building/window cleaning at the end of May or early June with Grime fighters
  - Alan to schedule the fire inspection in May with ACME Fire and Safety Co
- **Cody**
  - Cody to ask Simon for companies to complete the depreciation report and the Electrical planning report - Book to complete in 2025
  - Cody to try using scented laundry detergent again now that the vent has been cleaned out
  - Cody to ask Tim if he would be open to staining and painting - if we pay him
  - Cody to update meeting minutes and actions
  - Cody to send these meeting notes to Strata and Simon - [simonw@metrowestbs.com](mailto:simonw@metrowestbs.com)
  - Cody to schedule the next meeting
  - Cody to draft the next meeting agenda the day before
- **Egbert**
  - Egbert to ask Simon about the next steps on the Worksafe report and work with him to have it completed by March 9
  - Egbert to ask Simon if he is working on fixing the funds that were owed to the CRF fund
  - Egbert to ask Simon for a recommendation for a Plumber
  - Egbert to look into separating dryer vents for 101 and 201 - look into a "back draft damper"

## 9. Meeting Closed - 7:37pm